



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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|---|---|---|---|
| 1. Application Date   | <b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE         |   |
| 2. Agency Application No.   |   | Date Received<br><b>JAN - 8 1975</b>        | Application No. <b>75-72 - 75-76</b><br>Date Completed <b>MAR 18 1975</b> |
| 3. AGENCY, Division, Subdivision & Administering Office Address<br><br>Department of Human Resources<br>47 Trinity Avenue<br>Atlanta, Georgia 30334 |   | 4. Person to Contact<br><br>William G. Kees |   |
|   |   | 5. Working Title<br>Records Mngt. Off.      | 6. Tel. No.<br>656-4976   |

7. ACTION REQUESTED

|  |   |
|--|---|
| <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD;<br>RECORD WILL CONTINUE TO ACCUMULATE. | <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION;<br>NO FURTHER ACCUMULATION ANTICIPATED. |
|--|---|

|  |   |
|--|---|
| 8. Inclusive Dates<br><br>1966 to present date | 9. EXACT SERIES TITLE<br><br>Agency-Wide Common Standard<br><br>Fire Services Mission/Function Files for Institutions |
|--|---|

10. What function performed resulted in creation of this series Organizes, administers and controls fire prevention and fire protection activities to include rescue and firefighting for Institutions and supporting administrative elements. Advises and assists management and staff to improve conditions detrimental to fire prevention and fire protection. Assists in the development of written and graphic fire evacuation plans for domiciliary buildings in coordination with organizational administrative personnel. Responds to fire calls to extinguish fires, preventing or minimizing loss of life and property. Conducts fire evacuation drills. Investigates fires to determine causes and corrective action necessary to prevent recurrences. Establishes fire regulations and performs regular fire-prevention inspections of all buildings, structures and utilities. Prepares inspection reports indicating discrepancies noted and forwards same for corrective action through appropriate channels. Performs preventive maintenance of firefighting apparatus, and keeps records of protective operations, personnel and equipment. Coordinates with claims office on matters pertaining to fire loss claims. Maintains liaison with Federal, State, County, and local fire and disaster authorities.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

1. Documents relating to comprehensive fire prevention/suppression activities of a fire department concerned with the protection of life and property for Institutions and support elements.

2. Included are files for reporting fire prevention inspections of buildings, conducting fire drills, conducting fire alarm tests, fire extinguisher service data, written and graphic building evacuation plans, fire training reporting files, fire activities reporting files, fire department desk files, fire desk reference file, radio operating logs, fire loss claims, personnel training records, and subject reference files. These records consist of the following: Fire Department Inspection Report (CSH-642); Quarterly Inspection of State-owned Houses (CSH-637); Fire Department Fire Evacuation Drill (CSH-728); Building Fire Alarm Tests (Ledger); Written and Graphic Building Evacuation Plans (File Copy - One (1) Set for each building); State Insurance Program Sworn Statement in Proof of Loss (Copies of notarized campus claims); Record of In-Service Training of Domiciliary Building Personnel; Institutional Fire Incident Report (Ledger); Fire Department Hose Record (CSH-837).

3. File is arranged: see attached sheet.

| EQUIPMENT OCCUPIED                 | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION        | No. of Drawers | Cu. Ft. of Records |
|------------------------------------|----------------|--------------------|------------------------------------|----------------|--------------------|
| Letter-size File Drawers           | 6              | 8                  |                                    | 3              | 4.5                |
| Legal-size File Drawers            | 0              | 0                  | Floor Space Occupied (Square Feet) | 14             | 0                  |
| Acme Visible(24"L)<br>4" x 6" card | 18             | 3                  | By Annual Accumulation             | This Year's    | Last Year's        |
|                                    |                |                    |                                    | 165            | 140                |
|                                    |                |                    | AVERAGE DAILY REFERENCES           | 118            | --                 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒
15. Is the information contained in this series ever summarized or published? [ ] ☒
16. Does the series contain classified information requiring security handling? [ ] ☒
17. Does the series document policies and procedures of agency's operation or function? [ ] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
20. Does the record series provide data as input to an EDP file? [ ] ☒
21. Does the record series contain documentation produced as EDP printout? [ ] ☒
22. Is the series affected by Federal or grant funds? [ ] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒

24. REQUIREMENTS. The following requires the files to be kept see attached sheet years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Concur: *Frank S. Byrne* *Donna*  
See attached sheet. *Dir. of Sec.* *State the results of*

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

|                        |   |                              |                                 |
|------------------------|---|------------------------------|---------------------------------|
| 26. Inventory taken by | Recommendations prepared by   | Approved for Division Date   | Records Management Officer Date |
|                        |   |                              | <i>William G. Kees 2/7/75</i>   |
| Recommendations        | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Head of Agency               | Date                            |
|                        |   | <i>William G. Kees</i>       | <i>2/7/75</i>                   |
| in Paragraph 25        | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director, Archives & History | Date                            |
|                        |   | <i>William M. Hyman</i>      | <i>3-14-75</i>                  |
| are:                   | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Secretary of State           | Date                            |
|                        |   | <i>Carroll</i>               | <i>3-13-75</i>                  |
|                        | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Governor of Georgia          | Date                            |
|                        |   | <i>W. H. R. S. L.</i>        | <i>3-17-75</i>                  |

# FIRE SERVICES MISSION/FUNCTION FILES FOR INSTITUTIONS

| Appl<br>No | Description   | Disposition  |
|------------|---|--|
| 75-72      | FIRE PREVENTION REPORTING FILES - Documents relating to preventing violations of national fire codes, State fire safety laws, and local regulations, policies and procedures. Included are reports of building fire safety inspections, sprinkler alarm system tests, and inspections of dwellings, utility facility facilities and other structures. Files are arranged alphabetically by organization or activity; thereunder by date.                    | Cut off files at end of each calendar year; hold in current files area 1 year; then destroy.   |
| 75-73      | FIRE TRAINING REPORTING FILES - Documents relating to training staff personnel in domiciliary buildings to react to fire emergencies. Included are reports of fire evacuation drills conducted within the facility; test time and location log; correspondence relating to fire alarm system tests; written and graphic building evacuation plans; and similar or related documents. Files are arranged alphabetically by organization; thereunder by date. | Cut off files at end of each calendar year; hold in current files area 3 years; then destroy. Building evacuation plans may be destroyed when they are superceded or obsolete. |
| 75-74      | FIRE ACTIVITIES STATISTICAL REPORTING FILES - Documents relating to reporting statistical data of the organization's operational activities. Included are reports of fire drills, inspections, fire alarm responses, in-service training programs, fire incidents; and similar or related documents. Files are arranged by date.  | Cut off files at end of each calendar quarter; hold in current files area 9 months; then destroy.  |
| 75-75      | FIRE DESK FILES - Documents relating to maintaining a record of radio traffic, information received, and action taken. Included are desk blotters and radio operating logs and similar or related documents. Files are arranged by date.  | Cut off files at end of each calendar year; hold in current files area 1 year; then destroy.   |
| 75-76      | LOCATOR INDEX FILES - Documents relating to maintaining a record of fire equipment location, dwelling occupants, types of equipment, fire hose identification and test data, and building construction and fire resistance classification. Included are cards, maps, logs, and similar or related documents. Files are arranged by subject; thereunder by location or number.   | Destroy when obsolete, superceded or no longer needed.   |

Fire  
Services